

AGENCY NOTICES

Release Status: Released
Office of Origin: GH/OHA
Notice Category: Job Opportunity
Date of Announcement: September 13, 2021
Distribution: USAID/General Notice

Foreign Service Limited Position Opportunity - Program Officer FL-0301- 02

Agency: U.S. Agency for International Development

Organization: Bureau for Global Health (GH)

Location of Position: Washington, DC

Open Period: September 13 – October 3, 2021

Appointment Type: This is an excepted service, time-limited appointment that is not-to-exceed three years.

Salary: (USD) \$116,786 – \$171,504 (annually)

Description of Organization: The Office of HIV/AIDS has overarching responsibility for the full range of USAID's HIV programs and serves as the Agency's lead office for implementing the interagency President's Emergency Plan for AIDS Relief (PEPFAR) program. GH/OHA's primary functions are to provide strategic direction, technical leadership, and support to USAID Mission programs, and to effectively manage headquarters programs devoted to ensuring sustained HIV epidemic control. The Budget and Operations Division (GH/OHA/BOD) is responsible for coordinating OHA's interactions with the Global Health Bureau's lead management/administrative (GH/PDMS) and Program (GH/PPP) offices and is one of eight OHA Divisions.

Description of Position: The Officer serves as the Program Officer in the BOD Division and provides OHA with support for strategic leadership and management. The Officer will advise and lead OHA senior management on program and project development activities, serving as an expert advisor and technical authority on acquisition and procurement strategies and systems to support sustained HIV epidemic control at the Agency and global level, as well as providing technical and programmatic input uniquely relevant to the PEPFAR interagency context.

Please see **Attachments 1 and 2** for more information about this position.

Qualifications:

- Must be a U.S. citizen;
- Must have one year of specialized experience equivalent to the next lower grade level of this position, FSL-03; and
- Must be eligible to obtain and maintain a Secret-level security clearance.

Preferred Qualifications:

- Expertise in the fields of public health, HIV/AIDS, infectious diseases, or related fields. Expertise in the management of human resources and programs to advance USAID's HIV/AIDS programs;
- Experience managing USAID grants, contracts, or cooperative agreements;
- Experience managing and/or implementing PEPFAR programs/projects;
- Communication skills to convey complex information to multi-cultural, non-technical and technical audiences with diverse views; and
- Skill in applying innovative and independent thinking, planning and problem solving.

Interested candidates should submit:

- A resume/CV;
- A short-written statement of interest; and
- Three professional references.

Application packages should be sent to the Global Health PDMS Staffing Mailbox at gh.pdms.staffing@usaid.gov (<mailto:gh.pdms.staffing@usaid.gov>). Please use the subject line: "FSL APPLICATION PACKAGE: GH-OHA-BOD-0014 – Program Officer - Your Name." Application submissions are required by **October 3, 2021, at 11:59 p.m. EST**. Packages not submitted by the deadline with the specified subject line— or incomplete packages—will not receive consideration.

Any questions concerning this notice may be directed to:

-- PDMS Staffing, GH/PDMS, (202) 230-0133, gh.pdms.staffing@usaid.gov (<mailto:gh.pdms.staffing@usaid.gov>).

Notice 0981

Attachment 1:  [Program Officer Duties and Responsibilities \(https://notices.usaid.gov/system/files/gh-oha-bod-0014_-_program_officer_-_duties_and_responsibilities.docx\)](https://notices.usaid.gov/system/files/gh-oha-bod-0014_-_program_officer_-_duties_and_responsibilities.docx).

Attachment 2:  [Program Officer PD 33936 \(https://notices.usaid.gov/system/files/gh-oha-bod-0014_-_program_officer_-_pd_33936.docx\)](https://notices.usaid.gov/system/files/gh-oha-bod-0014_-_program_officer_-_pd_33936.docx).